



COUNTY OF LOS ANGELES
Internal Services Department
1100 North Eastern Avenue
Los Angeles, California, 90063



JOAN OUDERKIRK
Director

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April 30, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE SIX JOB ORDER CONTRACT AGREEMENTS
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Internal Services Department (ISD) or her designated representative to execute three general and three specialty (electrical and mechanical) Job Order Contract (JOC) Agreements in the form previously approved by County Counsel with the contractors listed on Attachment A to provide services to County facilities for as needed repair, deferred maintenance, and refurbishments over a one-year term effective on execution. Each of the Agreements are for \$1.0 million with options to increase to not-to-exceed \$3.0 million per Agreement within the same one-year term. The aggregate amount for the six Agreements is \$6.0 million with a maximum aggregate value of \$18.0 million, if all options are executed.
2. Authorize the Director of ISD or her designated representative to finalize and execute all options to increase the contract amount and JOC work orders under this Agreement.

PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION:

The recommended JOC Agreements will enable ISD to provide facilities repair, deferred maintenance and refurbishment services requested by County departments and accomplish projects approved by your Board in an effective and timely manner. These projects exceed the capability of ISD's in-house staff.

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There are insufficient in-house resources to fulfill the current and anticipated County requirements for facilities repair and maintenance. The six recommended JOC Agreements are required to perform high priority facilities work which needs to be completed in the current Fiscal Year and Fiscal Year 2002/03. The recommended Agreements are required to replace previously approved JOC Agreements, which are reaching their one-year term limit.

The JOC program is a responsive and cost-effective resource to augment ISD's ability to accomplish County requirements for facilities repair, deferred maintenance and refurbishment services. The combination of JOC and County staff optimizes ISD's capabilities to mobilize, stage and execute multiple projects in a compressed time frame.

Since its inception, JOC has become a proven method for ISD to meet County department service level demands beyond what ISD's in-house staff can provide. In the aggregate, the recommended JOC Agreements will provide the County with a full range of construction type services, including the following:

- General contracting services including roofing, plumbing, masonry, ceiling repairs and other renovations
- Electrical
- Heating/Ventilation/Air Conditioning
- Hazardous materials remediation
- Painting
- Flooring

In summary, the JOC program has proven to be a responsive and cost-effective resource to augment ISD's ability to satisfy County department demands for facilities repair, deferred maintenance and refurbishment services over the past six years. The six recommended JOC Agreements will provide the additional resources required for timely and effective completion of the additional workload ISD is experiencing.

Implementation of Strategic Plan Goals:

The recommended JOC Agreements support the County's Strategic Plan Goals No. 1 & No. 4 for Service Excellence and Fiscal Responsibility. More specifically, it aligns with these strategies by effectively managing County resources and investing in the public infrastructure.

FISCAL IMPACT/FINANCING:

Sufficient funds for the recommended JOC Agreements are included in ISD's Fiscal Year 2001/02 appropriation and requested in ISD's Fiscal Year 2002/03 budget. In all cases, ISD will only incur JOC expenditures to the extent that they are offset through County department billings.

Individual JOC Agreements have a statutory limitation of \$3.0 million with a one-year term. The County is only obligated to order a minimum of \$25,000 in work with each contractor. There are department requests awaiting completion which exceed the \$25,000 threshold for the six recommended JOC Agreements.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Your Board has approved JOC Agreements for ISD over the past several years. JOC Agreements are fixed fee unit price-based with indefinite quantities. The requested Agreements meet all Federal, State and County contracting requirements. The JOC Agreements being considered at this time are not Proposition "A" contracts, due to their intermittent, as-needed structure and, therefore, are not subject to the County's Living Wage Program. The JOC Agreements, including any options exercised, will not exceed the statutory limits of \$3.0 million and a term of one year, as specified in Section 20128.5 of the Public Contract Code.

The standard JOC Agreements require Contractors to offer employment to qualified County employees on re-employment lists or who are targeted for layoff, as well as qualified GAIN/GROW participants for employment openings.

The firms involved with the recommended contracts have agreed to maintain their established compliance with the Child Support Compliance Program Certification required by the Child Support Services Department.

The JOC Agreements allow the maximum utilization of the County's workforce whenever such staff is available. In addition, JOC contractors pay prevailing wages to their employees.

CONTRACTING PROCESS:

On February 15, 2002, an Invitation For Bid (IFB) was released for the proposed JOC Agreements. Notice of the IFB was posted on the LA County Bids website and in various trade publications. A pre-bid conference was held on March 6, 2002 to discuss bidding and project requirements. On March 21, 2002, responsive lowest bid contractors were selected through an open competitive process without regard to race, creed, color or gender for each of the JOC contracts.

Contractors associated with JOC Agreements have historically subcontracted with Community Business Enterprise (CBE) firms, consistent with your Board's CBE participation goal, as reflected in quarterly reports provided to your offices. As specific work and associated subcontractors are identified, data concerning the use of CBE subcontractors will be collected, summarized and reported quarterly. The Los Angeles County Community Business Enterprises (CBE) program summary information on each firm is provided in Attachment B. Of the six contracts recommended for award, four are certified as CBEs.

ISD will initiate new JOC solicitations on an as-needed basis to support the needs of the County. As current Agreements near expiration, additional solicitations will be made and returned to your Board for Agreement approvals.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

There is no employee impact. These Agreements are intended to augment, but not replace the County workforce.

ENVIRONMENTAL IMPACT REPORTS:

California Environmental Quality Act (CEQA) requires public agency decision makers to document and consider the environmental implications of their actions.

These JOC projects provide facilities repair, deferred maintenance and refurbishment services requested by County Departments, which are categorically exempt under CEQA.

Upon approval of the JOC Agreements by your Board, ISD will file all required Notices of Exemption for each project as required by CEQA.

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CONCLUSION:

Your approval of the recommendations will provide the resources necessary to provide timely services to ISD's County clients.

Please return one adopted copy of this letter to ISD.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joan Ouder Kirk", written in a cursive style.

Joan Ouder Kirk
Director

JO:TBW (BoardLtrJOC3/02)

Attachments

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel